

June 30, 2018

ACCO Brands, USA LLC  
ATTN: Bid Department  
Four Corporate Drive  
Lake Zurich, IL 60047

Dear Sirs,

The Lancaster-Lebanon Intermediate Unit 13 (IU13) is pleased to inform you that at its regular meeting on June 20, 2018, the IU13 Board of School Directors awarded the Audio Visual Supplies Catalog Discount Bid #178-013 to ACCO Brands, USA, LLC, based on the proposal submitted to IU13.

The contract effective start date will be July 1, 2018 with a term of two years, expiring on June 30, 2020. Additionally, per the terms and conditions, the contract may be extended by a year.

Congratulations on this award. IU13 and its participating agencies look forward to working with you.

Sincerely,

*Steven M. Frey*

Steven M. Frey  
IU13, Collaborative and Purchasing Services Manager